

May 2018 BOE Meeting Reports

Recommendation to Close Out the Lourdes Catholic School Strategic Plan and Integrate it into the Our Lady of Lourdes Parish Strategic Plan

May 9, 2018

Since starting the work on our Lourdes Catholic School strategic plan in the summer of 2016 we have made great progress in fulfilling the components of the plan. Some of these accomplishments include

- Better financial planning
- Improved marketing and communications efforts
- Improved parent/family communications efforts
- Setting of service hours expectations for families
- Increased parish and school activities
- Improved communication with St. John Vianney
- Parent education session
- Class size policy
- Obtaining grants

Many of the remaining issues and items in the plan have either become operational or are outside the control of the Board of Education. We are at a point that our strategic initiatives can be retired. This document can be closed.

While the hope was that Mike Puthoff and Dave Kaney would work together to collapse some of the school related items into the overall Parish strategic plan, our schedules have not lined up and we have not been able to come to any final document. This work still needs to be done.

Recommendations to the Board of Education for May meeting

1. The Lourdes Catholic School strategic plan is retired. The summary of the 2016-2017 work and the plan that we started 2017-2018 is attached.
2. Mike Puthoff and Dave Kaney are given the task to merge school issues into the Parish plan. They are scheduled to meet on Saturday May 19th. Dave can present the merged plan to the Board of Education in June or in August.
3. Discussion is held in the beginning of Fall of 2018 or even Summer 2018 with the full Board to determine priorities for the year. While a complete strategic plan should not be created, having on paper our goals and objectives was helpful in guiding us in the last two years.
4. As task forces and roles are assigned in the 2018-2019 Board of Education, a team of one to two members are given the job of collaboration with the Parish strategic planning team. These individuals should work to ensure that school related topics are in the Parish plan, attend strategic planning meetings, keep the Board of Education up to date on Parish topics, and help fulfill the strategic plan. Having one plan that reaches across the whole community would be ideal.

2016-2017 Lourdes Catholic School Strategic Initiatives

Updated on May 10, 2017

Submitted by Mike Puthoff, David Reilly, Sarah Snyder, Lindsey Veit, Cayleah Willits

The workgroup met on May 9 to discuss the progress made on our strategic initiatives. Many successes were achieved over the year. Below is a list of items that were achieved. These items should be moved out of our strategic initiatives and into annual activities. Responsibilities parties have been identified.

- Implementation of family service hours plan
 - Home and School
- Sharing of quarterly Parish and School finances with school families through reports sent home.
 - Business manager
- Continue budget planning throughout the academic year
 - Business manager and School Board Finance Committee
- Hold mandatory family orientation at the start of the academic year
 - Principal, teacher representative
- School Board member on Parish Council, Parish Council representative on School Board
 - School Board and Parish Council president
- Sharing of school activities in OLOL and SJV Church Bulletins on a routine basis
 - Principal
- Plan joint school and Parish activities
 - School Board and Parish Council representative
- Parent education session on contemporary topics
 - School counselor in collaboration with other school counselors in Diocese
- Continue Donut Sunday after mass
 - Home and School
- Marketing of the school through social media
 - Home and School and School Board Marketing Committee
- Continue ambassador program for new families
 - Home and School
- Continue activities that bring together school and parish families
 - Home and School and Parish Council

The subgroup also went through the strategic initiatives and felt the following items still needed to be addressed in 2017-2018.

2017-2018 Lourdes Catholic School Strategic Initiatives

1. Finances and Budgeting

1.1. Work with Parish Council and Finance Council in implementing Parish wide strategic initiatives

1.1.1. Ongoing throughout 2017-2018

1.1.2. School Board President, Parish Council President

1.2. Be actively engaged in any plans for Parish wide facilities improvement plan or capital campaign plans.

1.2.1. As needed bases on parish wide planning

1.2.2. School Board President, Pastor, Principal

1.3. Successfully obtain grants to support the school

1.3.1. Ongoing throughout 2017-2018

1.3.2. School Board Grants Committee

1.4. Revise and clarify the class size policy

1.4.1. Complete by December 2017

1.4.2. School Board Policies and Procedures Committee

2. Community and Communications

2.1. Define specific expectations for pastor, administrator, teacher and staff involvement and participation in school and parish related events.

2.1.1. Complete by December 2017

2.1.2. School Board President, Pastor, Principal, Business Manager, Teacher Representative

2.2. Develop a specific plan for communication between Our Lady of Lourdes and St. John Vianney to promote parish unity for Catholic Education.

2.2.1. Complete by August 2017

2.2.2. Pastor, School Board Representative

3. Marketing and Enrollment

- 3.1. Develop a calendar of events to showcase Catholic education after masses at OLOL and SJV.
 - 3.1.1. Complete by October 2017
 - 3.1.2. School Board Marketing Committee

- 3.2. Create an ambassador program for 4th-5th grade families to showcase our middle school and Assumption High School
 - 3.2.1. Complete by December 2017
 - 3.2.2. School Board Representative, Home and School Representative

- 3.3. Organize tours of school on a quarterly basis after mass
 - 3.3.1. Complete by October 2017
 - 3.3.2. School Board Marketing Committee.

- 3.4. Implement activities that bring together school children and youth group/religious education children.
 - 3.4.1. Complete by December 2017
 - 3.4.2. Home and School and Religious Education staff

**LOURDES H&S REPORT for LOURDES SCHOOL BOARD
MAY 2018**

Mission Statement: It is the mission of the Home and School Association of Lourdes Catholic School to support the school and all of those within through fundraising, volunteer coordination, and parental and parish involvement.

Community Development:

Upcoming Events:

- Trivia Night (May 11th), Muffins with Mom (May 21st), End of Year Picnic (May 18th)

Recently Completed Events:

- Spring Cleanup

Administrative/Communication/Staff Support (Nicki Johnson & Jenny Grobstich):

- 1st Day School Supplies - Waiting on final class decisions to be made to submit lists for our ordering website.
- Jenny, Nicki, Angie & Chrissy met on 4/16 to discuss allocation of funds raised for Starry Night. Updated Fundraiser Wish List; awaiting estimates of a few line items to firm up allocation of funds. See below for the current list, which will need to be reduced by about \$10K to ensure there is an Emergency Fund reserved for 2018-2019.

Treasurer:

- I've been working with teachers to ensure they are aware of the classroom supplies as well as other miscellaneous line items (i.e. visiting author, Library, etc.) balances to be spent prior to year end.
- Book Fair we are over budget YTD, but could be due to purchasing items for inventory that will be used in the future (verify w/ Kris G?). If true, we can reclassify to an asset a/c until next year so it doesn't put us over budget.
- Field Trip Fund- I have created a spreadsheet to track dollars leftover from '17 to be used for current year as well as c/y commitments.
- Need to know when to church donation needs to be made.

Volunteering (Brooke Heckinger/Carla Lemek):

- Deciding end of year appreciation gift for volunteers. Luncheon or gift?

Hospitality (Lindsey Jennings/Kelly Kruck):

- Teacher appreciation luncheon will be May 11th 11:30-12:45 in the school library.
- Last Hospitality event of the year is Muffins with Mom. A Sign up Genius went out for donations and for Dads to help run the event. We are still needing more donations and help so we will send a reminder email out as the date approaches.

Room Parents (Meghan Cornish/Amber Edwards):

- No new updates.

Family Ambassadors (Angie Kaney/Anne Camarena):

- No new updates.

Publicity/Marketing (Kris Girskis and others helping with Marketing):

- Continuing to promote our preschool pre-K program. That's where a lot of the focus is right now.
- May 5th 10-noon preschool/ pre-K open house
- Please find the QCMB post and share share share! Look for a second one in May! Erin Emerle has written both of the blog posts and they are fabulous! One will be an insert in the church bulletin this weekend.
- Marketing committee is working on a field day/last day T-shirt this year. A sponsorship letter will go out ASAP. Asking for \$100 and businesses or families can have their name or logo listed on the back
- Please keep sending me pictures - we are starting to schedule posts for the summer. At least 1 per day.

Fundraising (Donica Mokosak/Aimee Ruhl/Chrissy Hayes/Brooke Heckinger):

SCRIP – (Donica Mokosak/Kim Jondle)

Lourdes Starr Night Update (Chrissy Hayes)

- Save the date for next year's Starr Night fundraiser 3/23/19.

Corporate Fundraising (Brooke)

Monthly Restaurant Fundraising (Linda/Jessica)

- Done for the year.

Spirit wear (Linda)

- Nothing new since last meeting.

UPCOMING MEETINGS: Next meeting will be Wednesday, May 16th.

Teacher Report - May

Cayleah Willits & Sarah Snyder

School-Wide Highlights:

- On April 25th, faculty and staff helped to fill Backpacks for Snacks
- Every Wednesday in May K-8 students join together in the church for the Rosary to honor the Blessed Virgin Mary.
- The K-8 Variety Show was hosted on Monday, May 7th. Both the day and evening performances were a success. Great job to all who performed and to those who helped the students prepare!
- Band and Choir students are preparing for their Spring concert on Thursday, May 17th
- May 18th K-4th grade students will have a guest speaker from the Bettendorf Police Department to discuss the importance of Bike Safety.

Classroom Highlights:

Pre-School-

Pre-K - Mrs. Gustafson -Pre-K finished their ABC's! We are working on numbers 1-10 this week and next week. We're working on Mother's Day gifts this week. We'll be working on Father's Day gifts and talking about community helpers next week. We'll also be tie dying T-shirts next week to wear on our last day of school on the 22nd. Pre-k's end of the year Celebration will be on the 22nd at The Family Museum.

Ms. Winters - Pre-K finished their ABC's! We are working on numbers 1-10 this week and next week. We're working on Mother's Day gifts this week. We'll be working on Father's Day gifts and talking about community helpers next week. We'll also be tie dying T-shirts next week to wear on our last day of school on the 22nd. Pre-k's end of the year Celebration will be on the 22nd at The Family Museum.

Kindergarten- Kindergarten is almost over! As we near the end of the year students are counting down the days with a fun "Countdown Calendar." Each day there is something special the class gets to do. For example, write with crayons all day or have a dance party. We are wrapping up all of our academic curriculums. Voweletics will be completed next week. With Voweletics ending, students have been split up and visit each 1st grade classroom. The 1st graders work with and guide my students through a fun Voweletics worksheet that includes charting, finger spelling, and reading.

At the end of the month we will have our annual Kindergarten Picnic, have a Kindergarten Celebration party, (complete with a pizza lunch in the classroom), and our end of the year trip to the Niabi Zoo.

First grade - We have been busy learning about the sun and other space objects. For the last four weeks we have Voweletics Buddies in 4th grade and Kindergarten. The 4th graders are helping us write letters back to the characters and the first graders are helping the Kindergarteners chart, read and write words. We are looking forward to our end of the year field trip to the Family Museum on May 21st.

Third grade - The 3rd graders have been busy the past few weeks. In science we have been working with crayfish; looking at their structures and how it helps it survive. We have also be learning about Immigration. On Friday, May 4th the children had a simulation of immigrating into the U.S. where they got to taste foods from all over the world.

Fifth grade - Fifth Grade delivered their May Day Baskets to shut-ins from OLOL!! The students had a wonderful time meeting members of our church! We have voted for our mayor for Biztown on May 2! Heather Jondle won as mayor and all students are finding out this week what job they will have to run the town! Fifth grade has been leading Rosary for the school the last two weeks and will also lead the school in mass May 15th and May 29th!

Middle School - Middle school went to Chicago to Medieval Times and Top Golf on Wednesday, May 9th. Student Council has a fundraiser for AAVENGE Animal Rescue on Tuesday, May 15th. Students can buy a chance to put a pie in an 8th graders face to support this fundraiser. Our 8th grade class will have their memory book Village Inn party on Wednesday, May 16th.

Library - May is a busy month in the library! We just celebrated National Children's Book week with a book giveaway/exchange. The Eulenspiegel Puppet Theatre Co. visited Thursday, May 10th to perform for the preschool - 6th graders and doing a workshop for the 7th and 8th graders. This is paid for with Home & School funds - Thank you Home & School! We also have visiting author, Paula Savaiano coming Monday, May 21st to share with the students. She is a retired kindergarten teacher who is volunteering her time! She has written three *Gamma* books... <https://mygrammastories.com/>

Assumption High School Report - 10 May 2018

- Burlington High School decided to leave the MAC conference. Central Dewitt Community Schools sent a formal request to replace Burlington's spot in the MAC. This topic is currently in discussion among the principals of the schools in the MAC.
- Andy Craig attended the Bettendorf Catholic strategic planning meeting in mid April. He had very positive feedback from this meeting.
- The April Knight fund raiser was very successful. Final numbers are not in, but the income was higher than it has been in 3 years.
- David Weaver was selected as the new Cafeteria Manager position at AHS, filling a position which was recently vacated.

OLOL Parish Council Update to LCS FFB/ BOE – May 2018

Last Regular Parish Council Meeting: 27 March 2018

- Reviewed Strategic Initiative #2. Last April BOE PC report for details.

Next Regular Parish Council Meeting: 22 May 2018

- Strategic plan Initiative #3 – Enable Visible Outreach and Evangelization
- New Member Recruitment
- Parish Constitution Revision – PC voting membership requirements

Ministry Fair:

- May 19th & 20th after mass in the gathering space.
- LCS is engaged with student volunteers and a Home & School table

Parish Council Membership:

- Dave Kaney & Ladonna Czachowski are rolling off of PC in June.
- Need 2 new members. Recruiting at mass and through personal invitations.
- Current Commission Lead Vacancies:
 - o Church Life
 - o Family Life
 - o Faith Formation (being filled by Emily Andes as non-voting representative) -

Commission Updates:

- Faith Formation Commission:
 - o Pursuing new volunteer commission lead. Should be announced at next regular meeting.
- Church Life: Fall Festival Date Reserved: 25 August 2018; Will align with Fun Run.
 - Will convene planning committee later in May
 - School involvement?

Strategic Plan

- Working with Mike Puthoff to combine school and parish council plans into a single document;

LOLO Parish Strategic Initiatives

24-Apr-18

1. Increase Participation & Engagement

<u>Strategic Initiative</u>	<u>Owner</u>
1.1. Develop & publish a strategy for Parish Social Activities (large annual events & smaller recurring events)	Church Life Commission
1.2 Provide more visibility to parish events and make it easier to participate. Make it easier to find opportunities for engagement on short notice	Parish Council
1.3. Collaborate between church, school, and CCD	Faith Formation Commission & LCS Principal

2. Cultivate Discipleship Among Parishioners

<u>Strategic Initiative</u>	<u>Owner</u>
2.1. Develop a path to discipleship: Encourage intentional discipleship and educate parishioners to develop personal relationships with God	Father Chris & Faith Formation Commission
2.2. Create plan to identify opportunities to make each Weekend Liturgy <u>memorable</u> for current parishioners & guests	Liturgy Commission
2.3. Establish a 4 year plan for major parish faith formation events	Faith Formation / Stewardship Commission

3. Enable visible Outreach & Evangelization

<u>Strategic Initiative</u>	<u>Owner</u>
3.1 Make it easier to participate in social action opportunities. Make it easier to find opportunities for engagement on short notice	???
3.2 Continue Social Action/ Outreach to the poor	Social Action Commission
3.3 Improve Marketing/Signage	???

4. Proactively Maintain and Improve our Facilities

<u>Strategic Initiative</u>	<u>Owner</u>
4.1 Evaluate maintenance & compliance needs of current facilities	Father Jason
4.2 Evaluate needs of Catholic community in Bettendorf	Father Jason
4.3 Develop Facilities Proposals	Father Jason

Faith Formation Commission Report

Emily Andes

5/10/18

Adult Faith Formation

- Small group Scripture Study/Discussion groups
 - Saturdays from 9-10:00 AM in the church conference room...currently studying the Gospel of Mark
 - Thursdays from 10-11:00 AM in the gathering space (w/childcare)
 - Last session of the year is 5/10...will resume in the fall.
- RCIA
 - Class ended last week of April, but ongoing contact with neophytes to continue to engage them in parish life.
 - Last session had RCIA alum share their stories about how their faith has continued to grow after RCIA.
 - Beginning to plan for next year!
 - Possible "RCIA Class Reunion" for ALL OLOL RCIA alum!

Children/Youth/Family

- RE
 - Last Family Mass and end of the year Celebration 5/9
 - Beginning planning/recruiting for next calendar year
- Sacramental prep
 - Working with Fr. Jason/Fr. Chris/families/LCS staff to make personalized plans for students who need to catch up on formation and sacraments as needed. (Ongoing item)
 - First Communion Masses: Saturday April 28 at 5 pm OR Sunday April 29 at 10:30am
 - 41 students received Jesus in the Eucharist for the first time at these Masses...it was a joy to celebrate with them and their families and to extend the celebration to our whole parish family. See the bulletin for a few pictures!
 - Confirmation classes wrapped up Year 1 with a family meal and Sara Scogland shared info for Year 2 prep.
 - First class dates for 2018-2019
 - Year 1 (9th grade)—Oct. 7th (1st and 2nd Sundays of Oct.-May)
 - Year 2 (10th grade)—Oct. 21st (3rd and 4th Sundays of Oct.-May)
 - Waiting to hear back from the Bishop on Confirmation date for spring 2019
 - More info to come... Sara/Emily will be communicating with current 8th grade families and will begin scheduling P3 meetings over the summer.
- Children's Word
 - Weekly coloring sheets include topics for family conversation, activity, and prayer that set parents up to be the first and best catechists.
 - 3 new volunteers beginning to Lead and Help on Sunday mornings!
 - Will take a break during the month of July. Coloring sheets will continue to be available during 8:30 and 10:30 Masses.
- VBS
 - Date: June 18-22
 - Registration form/Parent letter in the bulletin on 5/6
 - Reviewing the materials and organizing Team currently!

3rd Reading:

PROPOSED Policy 810D

BUSINESS PROCEDURES

Failure to Meet Financial Commitment

Lourdes Catholic School, the Board of Education and the Finance Council of Our Lady of Lourdes Parish are sensitive to the financial needs of parents/guardians who wish to have their children participate in the educational experience of Lourdes Catholic School.

If anyone is having financial difficulty or their monetary situation has changed, they need to talk to the Pastor to make other payment arrangements. Otherwise, the Business Manager will contact the parents/guardians 30 days after the due date of an unpaid invoice. When an invoice is 45 days past the due date, a reminder letter for immediate payment will be sent. At that time, the amount must be paid in full or a payment plan for the remainder of the year must be established with the Business Manager. When no arrangement has been made or payment received, a demand letter will be sent from the Business Office. If parents/guardians fail to respond after 10 days the account will be turned over to a collection agency.

Parents/guardians with children enrolled in LCS who fail to pay the agreed financial commitment in any school year, will be prohibited from re-enrolling their child/children until all past financial commitments are paid in full.

With regard to child care services, if an account is 30 days past due from the date of invoice, arrangements must be made with the Business Office. The child will not be able to use child care services until payment arrangements are made. Parents are required to sign a contract stating that they have read and understand this policy. If an account is continuously past due more than 30 days, the family must pre-pay in order to be accepted into the program.

3rd Reading:

PROPOSED Policy 810E

BUSINESS PROCEDURES

Tuition Refund

A student attending any part of an academic month is not eligible for a tuition refund for that period. Refunds will be based only on unused school months. Fees are nonrefundable.

Lourdes Marketing Committee Report

The marketing committee met yesterday, May 9th, to discuss plans for the website and other initiatives that we have been working on.

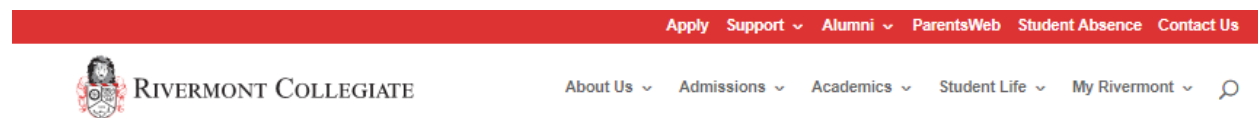
New Initiatives:

Field Day T-Shirts- We had 25 sponsors for the shirts. All grades and teachers will receive a field day shirt. We hope to make this an annual tradition. It will be neat to have Lourdes Students wearing their shirts around town. We couldn't have done without the support of our families and the businesses associated with those businesses. Thank you!

Quad City Mom Blog: The second run of our sponsorship will be going on the 17th of May. We have some great stories from a Lourdes parent and we encourage you to read the articles.

Website updates: The Marketing group meet yesterday to discuss ideas for the website and what we would like it to look like. We would really like to move forward with the setup of the websites. Here are some of the ideas we discussed. The next steps are getting in contact with the site designers to discuss what we can do.

- The consensus was that we all really like Tyler's idea of the giving tree as the main landing page for both domains (lourdescatholic.org & lourdescatholic.com) and then clicking on one half to take you to the school site and the other half to take you to the church site.
- We like the idea of having a double bar at the top, with the very top smaller bar having some quick links to things like JMC and Vanco and the larger bar having all of the main links. Rivermont's website has a good example of this:
 - <https://www.rivermontcollegiate.org/>



- We would really like to discuss and get a clear idea of the tabs that we have at the top. A couple of things that our current site has that we don't like are:
 - It can be hard to find certain things. Some examples:
 - The preschool/LLL information is all located in different spots throughout the website.
 - In some instances the same information is 3 different places just written in a different way. This makes it difficult to keep it all up to date and not miss making a change (when it has to be made in 3 different places).
 - Under "Organizations" there are things like BOE, H&S, Boy Scouts and Girl Scouts. These things don't go together at all.
 - Some of the headings don't seem very polished and professional--for example "For Parents"

Some of our first thoughts on tabs to include were:

- About - Include Staff Bios, etc
- Admissions (or some other name) - This section would include everything a new family would need to know about our school.
- Extracurricular - All athletics would go here (and remove Athletics tab) as well as Scouts, Robotics, Mock Trial, etc.

ValPak- Mailer that goes to 20k residents \$525 for first month and \$375 for the second month. We are still in discussion about this option but they have sent us over mock ups.

We plan to meet May 22nd to discuss what has worked this year and what hasn't worked, and draw up a Marketing plan for the 2018 - 2019 year.



Lourdes Catholic School

Academics ♦ Faith ♦ Community

Principal's Report to the Faith Formation Board May 10, 2018

2017-18: (K-8 230; PS-8 344)

K = 24	3 rd = 21	6 th = 24	3day PS (3-yr) = 16
1 st = 34	4 th = 25	7 th = 20	2day PS (3-yr) = 16
2 nd = 25	5 th = 31	8 th = 26	Prek AM = 34
			Prek PM = 32

Current for 2018-19	Grade for 2018-19	Current 2017-18	Verbal YES included	Loss/gain
33	Kindergarten	(24)		+7 (8/K)
19	1 st Grade	(34)	+1 (20)	-4 (K to 1)
34	2 nd Grade	(25)		~
25	3 rd Grade	(21)		~
19	4 th Grade	(25)	+2 (21)	~
21	5 th Grade	(31)	+3 (24)	-1* (4 to 5)
27	6 th Grade	(24)	+1 (28)**	-3* (5 to 6)
20	7 th Grade	(20)	+1 (21)	-3 (6 to 7)
18	8 th Grade	(26)	+2 (20)	~
TOTAL 216		TOTAL 230	Addition of 10 (226 TOTAL)	Loss of 4

* One 4th grader is grade skipping into 6th grade for 2018-19.

Preschool and Prekindergarten 2018-19:

- 2day 3-year old Preschool = 4 (12 openings)
- 3day 3-year old Preschool = 15 (1 opening)
- PreK (4day, 4-year old) AM = 32 (full)
- PreK (4day, 4-year old) PM = 34 (14 openings)

*Any staffing scenarios to be discussed need to be in **closed** session to maintain confidentiality.*

Leadership of School Culture and Instruction:

1. Faith Fridays will be discontinued for 2018-19 due to the addition of a new religion curriculum to the PreK (and Preschool) classes.
2. **Based on **current** 6th grade enrollment of 27 as well as **projected** 6th grade enrollment of 28, **I recommend adding 1 FTE teacher in order to create two 6th grade homerooms.** I am asking for the board to **approve** two 6th grade homerooms, and adding 1 FTE to appropriately staff this homeroom. The science lab has four 6-student lab stations and thus can comfortably accommodate no more than 24 students.

Managerial Leadership:

1. The 2018-19 calendars for Preschool and PreK are under development.
2. The SIAC (School Improvement Advisory Committee) will meet May 21 to review the progress on the goals we had for this year. Members include teachers, student council president, a FFB member, and an H&S board member.
3. Elaine Quinn is resigning, her last day to be June 1, 2018. She has accepted a position at St. Ambrose University. We will miss Elaine and her expertise, but wish her the very best. (I can read her resignation letter aloud if desired.)

Public Relations/Marketing Leadership:

1. Tours since April BOE meeting:
 - a. 12 tours
 - b. 4 K-8 families representing 7 K-8 students
 - c. 8 families interested in Preschool or PreK
2. New marketing initiatives – ValPak; had PS/PK/LLL Open House last Saturday; 5 families attended (3 current and 2 new)
3. See Tyler's Marketing Committee report. I can share additional discussions from the partial committee meeting May 9 if needed.

Faith Formation Leadership:

1. On May 1, our 2nd graders wore their First Holy Communion clothing for the school mass.
2. Prayer with the Principal was May 3.
3. May Crowning was at the May 8 school mass.
4. K-5 Rosary was May 9 (middle school gone on field trip all day).

BUSINESS MANAGER REPORT

MAT 10, 2018

BOARD OF EDUCATION

- 1) Preliminary Financial Statement
 - a. April 2018 – total school income \$135,493
 - i. EOF income \$21,000
 - ii. 4 YR Grant \$21,600
 - iii. Grant Income \$7,000 – PS/PK
 - iv. Restricted Gift \$10,000
 - v. \$25,683 Net income from School Organizations
 - b. Total school expenses \$196,050
 - c. Net Loss for School **(\$8,178)**
- 2) Surplus/Loss Year to Date LCS
 - a. Total Income \$1,671,398 Budget \$1,228,703
 - b. Total Expense \$1,791,487 Budget \$1,652,031
 - c. Net Loss **(\$120,089)** Budget **(\$423,328)**
- 3) Checking Balance @ 4/30/2018 :
 - a. Booster \$2,309
 - b. H&S Fundraising \$92,386
 - c. H&S \$2,566
- 4) Scrip Balance @ 4/30/2018 (not reconciled):
 - a. Checking \$66,617
 - b. Inventory \$33,312
- 5) Liabilities
 - a. \$36,250 prepaid next school year
 - b. \$3,523 DC Fundraising
- 6) Building Maintenance
 - a. PAC – flat roof repair work only
- 7) Account Receivables
 - i. BASC billing – sent 5/9
 - ii. Working with L&M for collections now
 - iii. Statements being sent on the 15th
- 8) JMC Lunch updates
 - a. 5/08/2018 lunch reminders went out

4 Year Old Preschool Grant Program 2017-2018

Month	Amount	Report Submitted	Check Received
July	\$12,290.78	10/06/17	11/10/17
August	\$15,165.48	10/20/17	11/10/17
September	\$21,515.57	11/17/17	12/07/17
October	\$20,667.39	12/11/17	01/10/18
November	\$20,818.45	12/18/17	01/10/18
December	\$21,213.44	02/02/18	02/26/18
January	\$19,819.11	02/12/18	02/26/18
February	\$21,638.51	03/20/18	04/02/18
March	\$18,561.79	04/20/18	
April	\$17,467.67	05/04/18	
May			
June			
TOTAL	\$ 189,158.46		

<u>SWVPP</u>	<u>Not 4 Yr Funding</u>	<i>Combined 3 day PreS</i> <u>Not 4 Yr Funding</u>	<i>Combined 4 day PreS</i> <u>Not 4 Yr Funding</u>
\$3,134.36 x 61	\$2,400 X 6	\$1900 x 4	\$2400 x1
\$191,195.96	\$14,400.00	\$7,600.00	\$2,400.00

		PAID	REMAINING
\$17,207.64	Admin Cost	\$17,207.64	\$.00
\$173,988.32	Program Cost	\$171,950.82	\$2,037.50

Lourdes Catholic School

BUDGET VS. ACTUALS: 2017-2018

April 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Total Income			\$0	0%
GROSS PROFIT	\$0	\$0	\$0	0%
Expenses				
Total Expenses			\$0	0%
NET OPERATING INCOME	\$0	\$0	\$0	0%
Other Income				
42000 School Income				
42001 Tuition	30,636	39,120	-8,484	78.00 %
42002 Registration Fees		1,438	-1,438	
42003 Other Fees (Band)		625	-625	
42004 Transportation	275	1,250	-975	22.00 %
42005 Extended Care Fees	23,775	17,339	6,436	137.00 %
42006 Gifts and Donations				
42006.A Gifts and Donations	10,030	890	9,140	1,127.00 %
42006.B SJV Support		5,190	-5,190	
42006.C Matching Gifts	1,000	892	108	112.00 %
Total 42006 Gifts and Donations	11,030	6,971	4,059	158.00 %
42007 Fundraisers LCS	270	833	-563	32.00 %
42008 Grants and Funds (EOF/4Yr/FKM)				
42008.A EOF	21,182	7,807	13,375	271.00 %
42008.B 4 Yr Old Preschool Grant	21,639	16,608	5,031	130.00 %
42008.C Health Insurance		867	-867	
42008.D SCRA		5,601	-5,601	
42008.H CEBI, Comm Foundation, & Other	7,000	250	6,750	2,800.00 %
Total 42008 Grants and Funds (EOF/4Yr/FKM)	49,821	31,132	18,689	160.00 %
42010 Preschool Tuition - 2 day 3 day	3,862	4,667	-804	83.00 %
42013 Refunds and Reimbursements	65	246	-181	26.00 %
42014 Other Instr, Tech, Admn Fee Income		725	-725	
42018 Pre K Documentation		733	-733	
42019 Before and After Care	5,429	3,363	2,067	161.00 %
42020 Student Lunch Income	8,651	6,635	2,016	130.00 %
42021 Faith Friday		233	-233	
42022 Student Activities	1,655	792	863	209.00 %
42023 Before/After Care Registration		90	-90	
42024 Extended Care Registration	25	79	-54	32.00 %
Total 42000 School Income	135,493	116,270	19,224	117.00 %
42800 Other Associated School Organizations				
42026 Scrip	21,936		21,936	
42860 H & S Income	4,239		4,239	
42863 School Fundraiser Inc	25,020		25,020	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
42865 Booster Income	1,184		1,184	
Total 42800 Other Associated School Organizations	52,379		52,379	
Total Other Income	\$187,872	\$116,270	\$71,603	162.00 %
Other Expenses				
52120 Salary Expense				
52121 Administration	17,831	18,870	-1,039	94.00 %
52122 Instructional - Lay	51,510	52,342	-833	98.00 %
52124 Instructional - Substitute	5,564	2,117	3,447	263.00 %
52125 Operational Wages				
52125.A Building, Equipment & Grounds Wages	1,807	1,939	-132	93.00 %
52125.B School Custodial Wages	823	917	-94	90.00 %
Total 52125 Operational Wages	2,630	2,856	-226	92.00 %
52126 Employer Tax Expense	7,892	8,593	-701	92.00 %
52128 Retirement Benefits	2,358	2,358	1	100.00 %
52129 Other Benefits				
52129.B Continuous Education Reimbursement		50	-50	
52129.C AHS Tuition Assistance		83	-83	
Total 52129 Other Benefits		133	-133	
52130 Iowa Catholic Conference UE		133	-133	
52131 Food Service Wages	2,372	2,179	193	109.00 %
52134 Other School Personnel	5,909	6,319	-409	94.00 %
52136 Preschool Wages	13,410	12,017	1,393	112.00 %
52137 Extended Care Wages	12,581	15,462	-2,881	81.00 %
Total 52120 Salary Expense	122,056	123,378	-1,323	99.00 %
52127 Employee Insurance Expense				
52127.A School Employee Insurance Benefits Exp	6,491	3,020	3,471	215.00 %
Total 52127 Employee Insurance Expense	6,491	3,020	3,471	215.00 %
52237 Diocesan Insurance Fund LCS	7,442	2,417	5,025	308.00 %
52240 School Administration Expense				
52241 Staff Development		100	-100	
52242 Health Expense		38	-38	
52243 Professional Fees	152	300	-148	51.00 %
52244 Public Relations	269	250	19	107.00 %
52245 Office Supplies	2	458	-456	0.00 %
52246 Postage	150	67	83	225.00 %
52247 Furnishings		167	-167	
52248 Equipment Maintenance/Repair				
52248.A Copier Lease/Maint. -Xerox & Riso	650	588	62	111.00 %
52248.B Xerox & Riso-Overages		40	-40	
52248.C Water Treatment Program		188	-188	
52248.D Inspection/Testing Fire Extinguishers	129	42	87	307.00 %
52248.E HVAC	184	750	-566	25.00 %
52248.F Plumbing Repairs	65	100	-35	65.00 %
52248.G Electrical Repairs		167	-167	
52248.H Food Program Equipment Repairs		100	-100	
52248.Z Other, Small Equipment	57	100	-43	57.00 %
Total 52248 Equipment Maintenance/Repair	1,085	2,075	-990	52.00 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52249 Technology Expenses	608	1,059	-451	57.00 %
52250 Transportation	2,060	2,000	60	103.00 %
52252 Fundraising Expense		83	-83	
52255 AHS Scholarship & Other Expense		375	-375	
52256 Refunds and Reimbursements	227		227	
52258 School Hospitality	32	67	-34	48.00 %
52259 Yearbook Expense		35	-35	
52260 Graduation Expense	54		54	
52272 LCS Lunch Program Expenses	6,492	4,013	2,480	162.00 %
52273 Bad Debt Expense	25	417	-392	6.00 %
52274 Bank Charges		17	-17	
52373 Faith Friday	312	233	78	134.00 %
Total 52240 School Administration Expense	11,467	11,752	-285	98.00 %
52360 Instructional Expense				
52361 Staff Development		150	-150	
52362 Student Activities	646	792	-146	82.00 %
52363 Extracurricular Expense		417	-417	
52363.B Music/Band/Choir	1,399		1,399	
Total 52363 Extracurricular Expense	1,399	417	982	336.00 %
52364 Educational Materials	41	833	-792	5.00 %
52365 Instructional Supplies	4,691	458	4,232	1,023.00 %
52366 Teaching Supplies/Paper		208	-208	
52367 Media/Library Expense	164	100	64	164.00 %
52368 Other Expense		83	-83	
52369 Ext Care Bldg Expense	87	83	3	104.00 %
52370 Extended Care & BASC Expense	3,578	2,417	1,162	148.00 %
52371 4 YR Preschool Expense	1,276	1,667	-391	77.00 %
52372 3 YR Preschool Expense	23	83	-60	28.00 %
Total 52360 Instructional Expense	11,904	7,292	4,612	163.00 %
52480 Plant Operation Expense				
52481 Utilities				
52481.A Gas & Electricity	2,523	3,333	-810	76.00 %
52481.B Water	181	167	14	109.00 %
52481.C Sewer		108	-108	
Total 52481 Utilities	2,704	3,608	-904	75.00 %
52482 Telephone	100	100	0	100.00 %
52483 Custodial Supplies	520	917	-397	57.00 %
52484 Contracted Services				
52484.A Trash & Recycling	202	185	17	109.00 %
52484.B Pest Control	25	120	-95	21.00 %
52484.C Lawn Care	220	147	73	150.00 %
52484.D Snow Removal		417	-417	
52484.E Janitorial Services	3,900	3,250	650	120.00 %
52484.F Fire Alarm		292	-292	
52484.G Security		100	-100	
52484.H Floors		375	-375	
52484.J Bottled Water	112	27	85	414.00 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52484.K Credit Card Management	716	539	177	133.00 %
52484.M QB Payment Management	579	425	154	136.00 %
Total 52484 Contracted Services	5,754	5,877	-123	98.00 %
52485 Building Maintenance & Repair	178	1,182	-1,004	15.00 %
52486 Extraordinary Expense or Repairs		5,601	-5,601	
52490 Grounds Maintenance & Equipment	739	59	680	1,244.00 %
Total 52480 Plant Operation Expense	9,995	17,344	-7,349	58.00 %
52800 Other Associated School Organization Expense				
52860 H & S Expense	24,283		24,283	
52863 School Fundraiser Expense	2,138		2,138	
52865 Booster Expense	275		275	
Total 52800 Other Associated School Organization Expense	26,696		26,696	
Total Other Expenses	\$196,050	\$165,203	\$30,847	119.00 %
NET OTHER INCOME	\$ -8,178	\$ -48,934	\$40,755	17.00 %
NET INCOME	\$ -8,178	\$ -48,934	\$40,755	17.00 %